



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 7th AIR FORCE (PACAF)
UNIT 2067
APO AP 96278-2067

MEMORANDUM FOR DISTRIBUTION

FROM: 7AF/CC

SUBJECT: Osan Air Base Temporary Lodging Allowance (TLA)
Supplemental Instruction (Supersedes all previous letters,
same subject)

1. All personnel assigned to Osan AB will comply with the directions provided in this policy in conjunction with the policies outlined in USFK Regulation 37-57 and JFTR Volume I
2. USFK Regulation 37-57, dated 15 April 2010, is supplemented as follows:
 - 4.a.(2). The 51FW/CC is duly appointed as the installation TLA manager.
 - 4.a.(6). Each uniformed member will receive a bound and/or e-copy of this policy letter, USFK Regulation 37-57, and JFTR references.
 - 4.b.(4). TLA payments will not be paid in increments of more than 10 days. Authorized TLA dates are calculated based on the date of arrival at the permanent duty station and the date of departure from the permanent duty station.
 - 4.b.(5). TLA will be terminated when; available government quarters have been refused, quarters are accepted but loaner furniture is refused, or member has not aggressively sought permanent community housing.
 - 4.d.(3). Inbound members requesting TLA beyond the first 10 day increment must provide a written request, endorsed by the member's unit commander, justifying the requirement for additional TLA days. This letter is in addition to the listing of properties visited. The request approval authority is the TLA manager.

5.g. To minimize TLA expenditures, available government quarters will be temporarily occupied until suitable community housing has been obtained. TLA will not be paid to E-7 and above members who decline available bachelor-type government quarters.

5.j.1. Members, that fail to file claim for TLA prior to departure, forfeit allowance.

5.j.2. For valid TLA claim dates, members must be terminated from government quarters and not receiving an Overseas Housing Allowance.

3. Claims for TLA will be processed as follows:

Step 1. Member completes USFK Form 122-E/R, Parts IA, IB and V. Forms may be printed out at the housing office or elsewhere and brought into the housing office for continued processing.

Step 2. For unaccompanied personnel, dormitory management personnel will validate government bachelor-type quarters availability by completing Part III. For accompanied personnel, family housing management personnel will validate the government family quarters availability by completing Part III. Upon completion, the USFK form 122 is returned to the member for continued processing.

Step 3. Member obtains unit commander completion of Part II and takes USFK Form 122-E/R and receipts to finance for claim computation and certification.

4. All requests for exception, to this policy and the aforementioned directives, must be submitted in writing to the TLA manager. Requests must include the endorsement of the member's unit commander.

5. For questions, contact _____, 784-XXXX

Gen Remington's Signature Block